

BRIEFINGS

- Participate in all Section Chief briefings, if possible
ICs typically want HRSP input at each briefing
- Briefings should be brief, concise, relevant and interesting

Briefing subject matter might include:

- A recap of the previous day's HR related activities
 - Information on areas of developing concern – “red flags”.
 - A recap of significant events and their outcomes
- If you have no new input - do not feel compelled to provide something. You can share a HRSP Message, provide a word of encouragement to keep up good work, or just pass.

EFFECTIVE BRIEFING HINTS:

- ◆ Be prepared – have briefing ready before hand and practice what you are going to say
- ◆ Present the best available information
- ◆ Provide information – offer no opinions or conclusions unless asked to do so
- ◆ Be sure printed materials are well formatted and organized
- ◆ Avoid technical terms
- ◆ Avoid ambiguous and vague terms
- ◆ Discuss only the essential details – keep it simple
- ◆ Finish briefing with “are there any questions?”